Research Paper Do’s and Don’ts

Style

Avoid: “so”, “a lot”, “really”, “very”, “awesome”, “tons”, “huge, “thing” people/person,

Avoid: “So you can see”, “I have just explained” “Now I will explain”

Avoid: Using the **word** “**being**” as a **verb**. That is to say, unless you are referring to the Supreme **Being**, a human **being**, or some other creature **being**, do not use it at all. You can almost always find a better way to write a **sentence** than with the **word**“**being**” in it.

Avoid: redundancy – using the same word/words repeatedly (i.e. – job = profession, vocation, career, position, etc.)

Avoid: I would, I could. Instead, say I will, I can

Word Choice – should be formal/academic

Word Choice – be specific in your word choice – do not use “thing” to refer to something. [e.g. One thing about this job is the salary]

Do not use clichés –

* In this day and age
* to all intents and purposes
* when all’s said and done

Watch redundancy…especially in your topic and closing sentences

Write in Third-Person – (i.e. He, she, it, they)

You may use I, but not you/your for this paper

Conventions

Include a comma after a transition or transitional phrase: [e.g. In addition, All in all,]

Do not capitalize your job/career title unless it is the first word of your sentence

Do not use abbreviations or etc.

Numbers under 10 (single digit numbers) should be spelled out

Know the difference between then and than. **Then** refers to time **/ Than** shows comparison

Do not use exclamation marks!!!!!!

Stay in present tense

Acronyms must be spelled out first with the acronym in parentheses and immediately following the word or words (i.e. Physical Therapist (PT) or Registered Nurse (RN)

Format

TMS = Too much space

TNR = Times New Roman

You must change your header to Times New Roman and 12 pt. font

Do not put extra spacing between your heading and your title – entire document is double spaced

Make sure the period follows the citation

No World Book /World Book Advanced citations – should be the article title in quotation marks

No Naviance – should be the page title unless you have two or more articles/page titles that are the same

Capitalize the beginning of all words in your citations

Drop the .org, .net, etc. from in-text citations as well as from the Works Cited page.

Content

Remember to always write toward your direction

You are allowed no more than 3 direct quotes in your entire paper

Each REASON includes a topic sentence stating your specific REASON

Each REASON includes specific details (at least 3) that support your main idea

Each REASON ends with a closing sentence that wraps up your paragraph

Each 2nd and 3rd body paragraph should have a transition that helps the paragraphs flow together. Include transitions within the body paragraphs to show additional details/examples.

Must have a persuasive tone

Some papers sound informational or negative “… a great amount of schooling is required”. Be careful of this. You need to sound positive and persuasive.

If your attention getter is a sentence or two… is that enough information to get the reader’s attention?